

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES

BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on December 16, 2014 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Kenneth Travis, Mr. David Owen, Ms. Marylene McCain, Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary. Mr. Jeremiah Jefferies was absent from the meeting and Mr. Larry Hamlett's seat remains vacant awaiting an appointment by the Social Services Commission.

In the absence of the Board Chairman, Mr. Jefferies, and Vice Chairman, Mr. Hamlett, Mr. Travis led the meeting. He called the meeting to Order at 9:00 a.m. The Agenda for the meeting was reviewed and approved upon a motion by Ms. McCain and second by Mr. Owen. Minutes of the meeting held November 18, 2014 were reviewed and approved upon a motion by Mr. Owen and second by Ms. McCain. There was no public address to the Board.

Budget Amendment #6 was approved upon a motion by Ms. McCain and second by Mr. Owen. This included a Transfer of \$1,000.00 from Supportive Services and \$1,000.00 from Work First Transportation to AFDC Emergency Assistance and additional CP&L Energy Assistance allocations totaling \$1,350.00.

The need for Board Members to elect a new Vice Chair was discussed. Ms. McCain nominated Mr. Owen. Mr. Travis made a motion to elect Mr. Owen as Vice Chair. Ms. McCain seconded the motion and Mr. Owen was elected Vice Chair.

Board Members reviewed the proposed Calendar of Meetings for the next year. Upon a motion by Mr. Owen and second by Ms. McCain, the meeting schedule was approved. The Social Services Board will continue to meet the third Tuesday of each month at 9:00 a.m. in the Conference Room of the Department of Social Services. (copy of schedule attached).

Board Members were provided information on the recently approved overtime pay. Documentation of staff and hours worked are shown on payroll reports. Prior approval is required for overtime and staff is required to submit supporting documentation to support the work accomplished. 56.15 hours of overtime were paid at a cost of \$532.17. After some discussion, the Board elected to receive oral reports at each meeting rather than written reports related to their oversight duties of these expenditures. It was noted that the Minutes from the meeting will reflect information provided in the report.

Ms. Moorefield reported that the Social Services Commission will be the appointing authority to fill the current vacancy on the Social Services Board.

At 9:20 a.m., upon a motion by Mr. Owen and second by Ms. McCain, the Social Services Board entered into Closed Session to Consider the Competence, Term of Appointment and Performance of an

Individual Public Officer (NCGS 143-318.1(A)(6)). The Social Services Board returned to open session at 9:48 a.m. upon a motion by Ms. McCain and second by Mr. Owen.

Supervisors attended the meeting and reported on work within their respective units. Mrs. Harrelson and Ms. Hughes were absent from the meeting. Ms. Holt reported that LIEAP (Low Income Energy Assistance) applications will be open to the general public effective January 2, 2014.

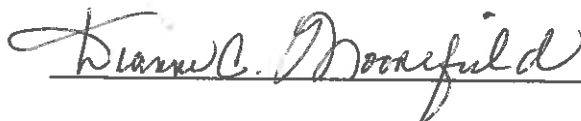
The next regularly scheduled meeting of the Social Services Board will be January 20, 2015 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Ms. McCain and second by Mr. Travis, the meeting of the Social Services Board was adjourned at 9:51 a.m.

Respectfully Submitted,



Jeremiah Jefferies, Chairman



Dianne C. Moorefield, Secretary

1-20-15

Date

1-20-15

Date

2015 Board Meeting Schedule

January 20, 2015

February 17, 2015

March 17, 2015

April 21, 2015

May 19, 2015

June 16, 2015

July 21, 2015

August 18, 2015

September 15, 2015

October 20, 2015

November 17, 2015

December 15, 2015

DSS

BUDGET AMENDMENT #

7

1/13/2015

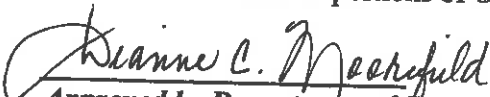
Be it ordained, the FY 2014-2015 Annual Budget ordinance is hereby amended as follows:

Expenditures: Increase/(Decrease)	Account Code	Prior Total Funding Authorization	Additional Allocation Increase/ Decrease	Amended Balance
Day Care 100%	100.5320.499.120	\$539,020.00	(\$100,000.00)	\$439,020.00
Total Expenditures			(\$100,000.00)	\$0.00

Revenues: Increase/(Decrease)	Account Code		Increase/ (Decrease)	Balance
St/FSA/DayCare/Smart Start	100.3541.360.002	\$642,695.00	(\$100,000.00)	\$542,695.00
Total Revenues			(\$100,000.00)	

Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.

That all Ordinances or portions of Ordinances in conflict are hereby repealed.


Approved by Department of Social Services Director

1-13-15
Date

Approved by Department of Social Services Board

Date

Paula Seamster, Clerk to the Board
Approved by Caswell County Board of Commissioners

Date

BUDGET AMENDMENT

Day Care 100%	100.5320.499.120
Smart Start/Child Day Care	100.5310.499.122
ST/FSA/DayCare/Smart Start	100.3541.360.002 <i>(Total Combined Child Care Subsidy Allocation)</i>

If the amount decrease make sure to put (parentheses) around the amount

	Day Care 100%	100.5320.499.120
Changed from	\$539,020	Amount Decreased (\$100,000) Daycare Amount \$439,020

	Smart Start/Child Day Care	100.5310.499.122
Changed from	Amount Increased	Smart Start Amount

	ST/FSA/DayCare/Smart Start	100.3541.360.002
Changed from	\$642,695	Amount Decreased (\$100,000) Total Allocation \$542,695.00

See Summary of Reallocation/Reversion for December 29, 2014

Reallocations/Reversions December 29, 2014

County/ Agency	Combined Direct Services Allocation	Non Smart Start (Reversion) Reallocation	Revised Combined Reallocation
Alamance	\$ 5,712,418	\$ (75,000)	\$ 5,637,418
Alexander	\$ 989,475	\$ 5,138	\$ 995,613
Alleghany	\$ 401,738	\$ -	\$ 401,738
Anson	\$ 982,109	\$ -	\$ 982,109
Ashe	\$ 950,514	\$ 32,065	\$ 982,579
Avery	\$ 460,414	\$ -	\$ 460,414
Beaufort	\$ 2,167,767	\$ 302,222	\$ 2,469,989
Bertie	\$ 833,983	\$ (167,222)	\$ 666,761
Bladen	\$ 1,073,297	\$ -	\$ 1,073,297
Brunswick	\$ 5,054,895	\$ 25,000	\$ 5,079,895
Buncombe	\$ 8,692,952	\$ 78,084	\$ 8,771,036
Burke	\$ 2,758,290	\$ 25,000	\$ 2,783,290
Cabarrus	\$ 4,643,801	\$ -	\$ 4,643,801
Caldwell	\$ 2,945,919	\$ -	\$ 2,945,919
Camden	\$ 119,854	\$ -	\$ 119,854
Carteret	\$ 2,000,787	\$ -	\$ 2,000,787
Caswell	\$ 642,695	\$ (100,000)	\$ 542,695
Catawba	\$ 6,445,241	\$ -	\$ 6,445,241
Chatham	\$ 2,135,237	\$ -	\$ 2,135,237
Cherokee	\$ 1,203,718	\$ -	\$ 1,203,718
Chowan	\$ 721,706	\$ (52,659)	\$ 669,047
Clay	\$ 347,964	\$ -	\$ 347,964
Cleveland	\$ 3,588,604	\$ (460,000)	\$ 3,108,604
Columbus	\$ 2,265,810	\$ -	\$ 2,265,810
Craven	\$ 4,866,910	\$ -	\$ 4,866,910
Cumberland	\$ 16,073,296	\$ -	\$ 16,073,296
Currituck	\$ 601,063	\$ (54,000)	\$ 547,063
Dare	\$ 1,110,176	\$ (78,000)	\$ 1,032,176
Davidson	\$ 4,955,995	\$ 461,684	\$ 5,417,679
Davie	\$ 956,882	\$ -	\$ 956,882
Duplin	\$ 2,610,829	\$ -	\$ 2,610,829
Durham	\$ 14,994,289	\$ -	\$ 14,994,289
Edgecombe	\$ 2,671,060	\$ (157,000)	\$ 2,514,060
Forsyth	\$ 12,834,632	\$ -	\$ 12,834,632
Franklin	\$ 2,295,472	\$ -	\$ 2,295,472
Gaston	\$ 7,327,053	\$ -	\$ 7,327,053
Gates	\$ 300,436	\$ -	\$ 300,436
Graham	\$ 417,932	\$ -	\$ 417,932
Granville	\$ 1,594,607	\$ -	\$ 1,594,607
Greene	\$ 546,248	\$ -	\$ 546,248
Gulford	\$ 20,466,524	\$ -	\$ 20,466,524
Halifax	\$ 2,296,425	\$ -	\$ 2,296,425
Harnett	\$ 4,854,586	\$ (450,000)	\$ 4,404,586
Haywood	\$ 3,130,575	\$ 242,418	\$ 3,372,993
Henderson	\$ 3,209,479	\$ 130,860	\$ 3,340,339
Hertford	\$ 1,016,067	\$ -	\$ 1,016,067
Hoke	\$ 2,437,294	\$ 113,796	\$ 2,551,090
Hyde	\$ 216,538	\$ (72,000)	\$ 144,538
Iredell	\$ 4,405,914	\$ (218,100)	\$ 4,187,814
Jackson	\$ 2,048,377	\$ -	\$ 2,048,377
Johnston	\$ 7,096,744	\$ -	\$ 7,096,744
Jones	\$ 467,192	\$ -	\$ 467,192
Lee	\$ 2,146,604	\$ -	\$ 2,146,604
Lenoir	\$ 2,209,493	\$ (25,000)	\$ 2,184,493
Lincoln	\$ 2,224,985	\$ -	\$ 2,224,985
Macon	\$ 1,228,362	\$ -	\$ 1,228,362

**Social Services Board Meeting
January 20th, 2015**

EBT Issuance:

December 2014

Issuance \$611,698
Cases 2651
Individuals 5190

December 2013

Issuance \$595,702
Cases 2609
Individuals 5112

Workload Report:

December 2014

Applications taken 122
Applications approved 115
Applications denied 7
Overdue applications 0
Redeterminations 431

December 2013

Applications taken 111
Applications approved 99
Applications denied 13
Overdue applications 0
Redeterminations 352

Fraud Report:

December 2014 FNS recoupments \$899
2014 fourth quarter FNS recoupments \$3,180

*December 2013 FNS recoupments \$1,345
2013 fourth quarter FNS recoupments \$6,604*

Crisis Intervention Program (CIP) Report:

LIEAP

July 1, 2014 thru June 30, 2015

New allocations \$0
Total allocations to date \$100,383
Total CIP money used – December \$13,531.64
Available balance to date \$34,537.57
Applications approved 491– 91 December
Applications denied 7 – 1 December

New Allocations \$0
Total Allocations \$150,812
Available Balance \$3,613
Applications Pending 33
Applications Approved 543
Applications Denied 28

Training

FNS Error Rate Reduction Training

Guilford County DSS on 1/29/2015 9:00am - 11:30pm

Attending: Crystal Wiley, Diane Oakley, Sonja Johnson, Chuvola Johnson & Tosha Brown

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

SOCIAL SERVICES BOARD MEETING

January 20, 2015

I. Overdue Application Report for January - 2015- Applications Processed Beyond Time Standard in NCFast - 9 Cases.

II. Medicaid Eligibility

January - 2014 - EIS	NC FAST - December 2014	December - 2014 - EIS
Open Cases - 4,152	Open Cases - 4,941	Open Cases - 829
Open People - 5,037	Open People - 5,238	Open People - 829
Authorized People - 4,799	Authorized People - 5,297	Authorized People - 829

III. North Carolina Health Choice

January - 2014	January - 2015 - NC FAST MAGI
Open Cases - 131	Open Cases - 133
Authorized People - 185	Authorized People - 158

IV. SA (REST HOME)

January - 2014

January - 2015 in EIS

January 2015 in NC FAST

Authorized People - 93

Authorized People - 39

Authorized People - 59

V. Application, Reviews and Changes

	December - 2013 - EIS	December - 2014 in NC FAST	December - 2014 in EIS
Applications Taken	138	380	0
Applications Approved	96	257	4
Applications Denied	42	83	2
Applications Withdrawn	1	36	0
Reviews	233	447	7
Total Changes	732	1,278	23
Terminated	62	75	5

VI. AFDC-EA: CASWELL COUNTY DSS SERVED 1 FAMILIES FROM THE

EMERGENCY DURING THE MONTH OF December 2014 totaling \$600.00

VII. REPORT CARD – December - 2013

**We were at 96% total in all programs: MAD - 100%, AAF – 100%, MAA – 77%
MQB - 100%, MAF – 97%, MIC – 95%, MPW – 100% AND NCHC –100%**

REPORT CARD – December – 2014 in NC FAST

**We were at 80% total in all programs: MAD - 77%, AAF – 100%, MAA – 100%
MQB - 50%, MAF – 45%, MIC – 91%, MPW – 100% AND NCHC –100%**

**VIII. Cost Calculation Report for the Month of November 2014 County Share -
\$ 00.00**

**Cost Calculation Report for the Month of November 2013 County Share -
\$ 00.00**

**IX. All Eligibility Workers continue to Cross Train as Universal Workers for NC FAST,
Work Support Strategies, MAGI application and the Affordable Care Act, and the
Federally Funded Market Place.**

**Mary Harrelson, Supervisor IMSII
January 12, 2015**

Caswell County Department of Social Services

DSS Board Report - Child Protective Services

January 20, 2015

CPS Family & Investigative Assessments

	December 2014	December 2013
1.Total Number of Reports Accepted for Investigation	21	25
2.Total Number of Reports Screened Out	5	8
3.Total Number of Reports Referred to other Jurisdictions	2	0
4.Total Number of Treatment Cases Transferred In	0	2
5.Total Number of Intercounty Investigations	0	0
6.Total Number of Courtesy Interviews/Assists	3	0
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	22	20
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	10	7
9.Total Number of Malicious Reports Received	0	0

Additional Information

- The following social workers and supervisor participated in the webinar Documentation in Child Welfare: Effective Practices for County DSS Agencies on December 9, 2014: Sylvia Slade, Bernado Wiley, Lindsay Barton, Afrika Faison and Lisa Anderson.

Respectfully submitted by Lisa H. Anderson
Child Protective Services Supervisor
January 12, 2015

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT
ECONOMIC INDEPENDENCE UNIT
JANUARY 20, 2015

WORK FIRST EMPLOYMENT SERVICES:

Employment Services staff have received no request for an extension of the 24-month local time clock for Work First Cash Assistance since the last Board Meeting.

• **Monthly AFDC/WFFA Case Profile Summary Comparison:**

	January 2015	January 2014
Total # WFFA Cases	No Report Available	49
Caseload Increase/Decrease From Previous Month		(+2) 47
Child Only Cases		40 (81.63%)
Single-Parent Cases		9 (18.37%)
Cases Receiving Extension of Benefits		0
Average WFFA Payment		\$207.22

• **WFES / Pay After Performance/ Two-Parent Case Comparison:**

	January 2015	January 2014
Total # 2-Parent Households	No Report Available	0
Caseload Increase/Decrease From Previous Month		(-0-) 0
Benefit Diversion Cases		0
Non-Able Bodied Cases		0
Cases Meeting Work Requirement		0
Cases Not Meeting Work Requirement		0
New Application for Assistance		0
Average WFFA Payment		\$0.00

Please see reverse for Page 2

CHILD SUPPORT ENFORCEMENT:

- **Collection Information Comparison** for the Caswell County IV-D Unit:

	December 2014	December 2013
Net Current Month Collections	\$136,004.99	\$140,913.10
Monthly Collection Goal	\$153,721.00	\$157,603.81
Net Previous Month Collections	\$126,260.07	\$140,039.90
Net YTD Collections	\$822,446.89	\$866,096.00
Collections Goal for the Year	\$1,738,864.00	\$1,899,737.00
Percentage of Goal Met YTD	47.30%	44.54%
Target Percentage of Goal Met YTD	(6 mo.) 50.00%	[6 mo.) 50.00%

- **Child Support Enforcement Court Activity Report:**

	December 2014	December 2013
Number of Cases Scheduled/Heard	45/41	54/50
New Orders for Support Entered	4	4
New Current Support Payments	\$725.00	\$841.00
New Frequencies Toward Arrears	3	1
New Frequency Payments	\$92.00	\$629.00
Orders for Arrest	0	0
Jail Sentences	4	0
Purge Amounts	\$1,400.00	\$0.00
Total Payments Collected in Court	\$225.00	\$1,740.00
New Paternity Cases Established	0	0
Number of Modifications Heard	12	14

CHILD CARE SUBSIDY:

- **Comparative Summary of Child Care Subsidy Expenditures (CCDF, Smart Start & TANF):**

November Service Month Paid in December	2013/2014	2012/2013
Total Monthly Payment Amount	\$37,709.15	\$36,385.00
Monthly Unduplicated Child Count	124	104
Total Year-to-Date Expenditures	\$271,145.75	\$218,455.00
YTD Unduplicated Child Count	177	142
Total Allocation Available to Date	\$542,695.00	\$656,631.00
Traditional Spending Coefficient (5 mo.)	99.93%	79.85%

Child Care Subsidy Waiting List

The waiting list was reinstated on December 15, 2014, due to a reversion of child care subsidy funds. We currently have 2 children on the Child Care Subsidy waiting list. We will continue closely monitor the funding available and the spending trends, in hopes of lifting the waiting list when it becomes feasible for us to do so.

Submitted by: Tonya Breedlove January 12, 2015

Caswell County Department of Social Services

Adult Services Board Report

January 12, 2015

Programs:

	December 2013	December 2014
Adult Protective Services		
Number of Reports Received	7	2
Number of Reports Accepted	6	2
Number of Reports for Outreach	1	2
Number Referrals to AHS/DFS/Other Services	0	0
 Adult Care Homes/Adult Home Specialist		
Number of Adult Care Homes	27	29
Number of Adult Care Homes Monitored	10	5
Number of Complaints Received	1	0
 Guardianship Services		
Number of Active Cases	23	23
Number of New Cases	2	0
Number of Terminated Cases	0	0
 Multidisciplinary Evaluations		
Number of Requests Received	1	1
Number of Evaluation completed	3	0
 Individual and Family Adjustment Services-Representative Payee		
Number of Active Cases	23	24
Number of New Cases	0	1
Number of Cases Terminated	0	0
 State/County Special Assistance In-Home (10 Slots)		
Number of Active Cases	10	10
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	0	0

	December 2013	December 2014
In-Home Aide Services		
Number of Active Cases	6	6
Number of New Cases	0	0
Number of Terminated Cases	0	0

Transportation Services

Number of Clients Served	169	171
Number of Trips Provided	964	980

Transportation Costs compared to December 2013 and December 2014

	2013	2014
EDTAP	\$1,064.00	\$3199.93
Medicaid	\$13,566.00	\$18277.30
TTAP	-0-	\$0
Totals	\$14,630.00	\$21,477.23

This reflects an increase of \$6,847.23 from the previous year.

Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):

	December 2013	December 2014
Number of Requests Received	0	1
Local Appeal Hearing	0	1
Administrative Disqualification Hearing	0	0
Number of Hearings Conducted	0	1
Local Appeal Hearing	0	1
Administrative Disqualification Hearing	0	0

The Adult Services Unit received donations from Bethel United Methodist Church and a couple of anonymous donors that allowed us to purchase needed food for an elderly couple, and needed personal hygiene products, coats, blankets and other needed items for our 47 Guardianship Wards and Representative Payee clients. Royal Textile Mills, Inc. also sent t-shirts and shorts for each client.

Respectfully Submitted by Michelle Waddell *MW*
 Adult Services Supervisor
 January 12, 2015

**Board Report
January 20, 2015**

- During the month of December 2014 we had no new children to enter care and one child to exit care.

Work Load Report	December 2014	December 2013
Children in DSS Custody	16	11
Foster Care Services for children in custody of another state/county	1	0
Licensure of foster and adoptive homes	2	1
Adoption Assessments	2	2
Home studies for other Courts	4	4
Supervision of foster homes	5	5

Training:

Child Placement Staff did not attend any training during the month of December.

Foster Care Christmas Donations:

Foster Care donations have been extraordinarily better than anticipated with the economy; local Churches, Companies, Schools and families have given monetary gifts to support the children in foster care. The positive response from our community was greatly appreciated and way beyond our expectations.

Child Placement Social Worker, Lucinda Wilson and Child Placement Supervisor, Racquel Hughes; played roles in our collections and expenditures for Christmas. The staff has agreed to continue to use remaining funds in the special account for next year, in assisting with our children's needs and recognizing our children's birthdays.

Prepared By: Racquel Hughes
Child Placement Supervisor
January 19, 2015

Caswell County Department of Social Services

Adult Services Board Report

January 12, 2015

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Number of Terminated Cases	0	0
Number of Pending Cases	0	0

	December 2013	December 2014
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Prepared By: Racquel Hughes
Child Placement Supervisor
January 19, 2015